



City of Morgan Hill
Seeks an Enthusiastic Individual for the Position of

AQUATICS CENTER DECK COORDINATOR

POSITION DESCRIPTION

Under the direct supervision of the Aquatics Center Recreation Coordinator, the Aquatics Center Deck Coordinator is responsible for the on-site supervision of all Lead Lifeguards, Lifeguards, and Water Safety Instructors. Must be able to work flexible hours, including evenings, weekends, and holidays

ESSENTIAL DUTIES

- Direct responsibility for Swim Lessons or Safety and Scheduling.
- Plan, organize, direct, and supervise all Lead Lifeguards, Lifeguards and Water Safety Instructors (WSI); arrange for breaks and rotation of work posts for all Lifeguards.
- Coordinate swim lessons, recreation programs, safety activities, daily activities and schedules.
- Instruct Lifeguard, First Aid, and Cardiopulmonary Resuscitation (CPR) classes; provide in-service training.
- Receive the public in a positive manner and explain routine procedures and practices; provide positive customer service contacts; maintain effective working relationships; work cooperatively with Aquatics Center Staff and Customers.
- Enforce all Aquatics Center rules and regulations; ensure cleanliness and safety of the Aquatics Center; assist with light janitorial duties.
- Ensure that all safety equipment is in stock, at the appropriate location, and in good working condition at all times.
- Perform rescues, administer first aid, perform CPR, and summon supervisors and emergency personnel as required for injuries or other medical emergencies.
- Ability to perform all duties of a Lead Lifeguard, Lifeguard and WSI.
- Evaluate operations and put together reports. Maintain accurate records and ensure proper completion of reports by subordinates.
- Work as a part of the Aquatics Center Management team to oversee overall facility functioning
- Perform related duties as assigned

MINIMUM QUALIFICATIONS

Education/Experience: Graduation from high school or GED equivalent. Minimum of two years/seasons of experience as a Lifeguard or WSI. Previous supervisory experience is desirable.

Licenses/Certificates: Red Cross Lifeguard Training and Water Safety Instructor (WSI) certificates are required and must be obtained prior to start date.

Knowledge of: Principles, methods, and practices for organized aquatic and recreation programs; principles of effective supervision and evaluation of staff; techniques for effectively dealing with the public, both in person and over the telephone; Aquatics Center rules and regulations.

Skill in: Planning, organizing, directing, and supervising staff; interpreting and implementing policies and procedures; learning and adapting to changing priorities and multiple demands; effectively communicating; displaying outstanding customer service skills by providing information and assistance to customers in an effective manner.

Special Requirements: Position requires availability of 20-40 hours per week during summer periods, June through August. Position allows for only one week (consecutive) vacation time-off request during the summer periods, June through August. Applicants must be willing to work outdoors in varying weather conditions. Applicants must be physically capable of sustained walking, standing, or climbing. Applicants must be willing to wear City of Morgan Hill Lifeguard uniforms and swim wear at all times while on duty.

SALARY

This is a part-time position without benefits. The salary range for this position is \$14.00 to \$18.00 per hour.

APPLICATION PROCESS

All applicants must submit a complete City of Morgan Hill Temporary Employment Job Application. Application can be obtained at: City of Morgan Hill
17555 Peak Avenue
Morgan Hill, CA 95037
or on-line at www.morganhill.ca.gov

SELECTION PROCESS

Applications will be screened and those applicants who possess the minimum qualifications will be invited to an oral interview with the Aquatics Center Recreation Coordinator. Prior to appointment, a drug test, background check, including fingerprinting for submission to the Department of Justice must be completed, as well as TB testing.

